Enrollment Guide

myUNT Sign On Page

The myUNT Sign On page has been simplified. You will log in using your current EUID and password, there is no need to reset your password. However, it is very important you clear your browser cache the first time you log in after the upgrade is completed. Find assistance clearing your cache in our Clear Browsing Cache document at http://www.unt.edu/myunt or by searching your browser’s instructions for clearing cache.

The first time you log into myUNT after the upgrade (estimated completion date 9/23/2019) you MUST clear your cache to ensure optimal system performance.
Enrollment Tile

Your enrollment tile is where you can access everything you need to add, drop, swap and update course registration. Specifically, you will find your current class schedule, the class search, Visual Schedule Builder link to search for classes, enroll, your shopping cart, drop and swap, and Enrollment dates available for you. Finally, you will find the searchable catalog and class schedule under this tile. The following guide will walk you through Add, Drop, Swap, and Update.

Please be sure to check under the Tasks tile for any holds that you may have that may prevent enrollment so that you can address those before attempting to enroll in classes, and also check the Tasks To Do items for any Registration related tasks that need to be done prior to enrolling.

Mandatory Courses: If you are not TSI complete you may have mandatory courses that you must enroll in before enrolling in any other classes. You can check this from the Advising tile and View your Mandatory Courses status (You can also view your TSI status from the Advising Tile). If you are enrolled in a mandatory course you will not be allowed to drop the mandatory course but you will be able to swap into another open section.
To add a class, select **Class Search and Enroll**.

**Mobile Navigation:** the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu. Or you may see a blue arrow at the top left depending on your device and browser.

Your active terms will display, select the term for which you would like to register.
Once you select a term, you will be brought to a page where you can Search for Classes. You can search in several ways.

a. Enter in the desired class in the Search for Classes field.

This will return a list of search results. You can scroll through the results and/or filter the search more using the options (like meeting days) on the left hand side.

b. Click the Additional ways to search link that will give you options to search available subjects, catalog number, and instructor last name.

This will return a list of search results, which you can filter using the options to the left.
c. You may also see classes saved in Favorites or Recently Searched.

**Mandatory courses:** If you have mandatory courses that you must be enrolled in you will also see those classes listed.

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6 Once you select the class to which you would like to register, click on the section and you will be taken to the registration steps.

Step 1 - Review Class Section. To review the full class information including the meeting information, enrollment requirements and notes, class details, and number of students enrolled click on the linked class number.

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7 If you have an advising requirement hold on enrollment, then your step 1 will indicate Enter Advising Code and will have a box for you to enter the four-digit code that has been provided for you by your advisor. Enter that code and hit accept to proceed to the Review of the class selection.

Once a valid code has been entered and Accepted the advising requirement hold will be automatically removed.
8  **Step 2 – Review Class Preferences.**

ENTER A PERMISSION NUMBER ONLY IF YOU WERE GIVEN ONE BY YOUR ADVISOR OR ACADEMIC DEPARTMENT. Not all classes require a permission number so if it is not required for your selected class just click Accept to continue.

Click the **Accept** button in the upper right of your screen or the **Review and Submit** option on the left navigation.

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9  **Step 3: If it is during your registration appointment time you will be asked if you want to Enroll in the class or if you want to add the class to your Shopping Cart. If it is not your time to register you can still add classes to your Shopping Cart.**

**Please Note:** If you add the class to your shopping cart, you are simply saving the class to add it later. Your seat is not saved and the class can continue to fill.

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10  **Step 4 - Once you have reviewed the class information, click the Submit button and answer Yes you are sure you want to submit?**

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11  You will be asked if you are sure, if you click Yes you will be taken to a screen that will indicate that you have added your class to your shopping cart OR if you have been registered for the class if you chose Enroll.

**Please note** - by adding the class to your shopping cart, you are simply saving the class to actually enroll later. Your seat is not saved and the class can continue to fill.
Enrolling from the Shopping Cart

1. To enroll in classes that have been added to your Shopping Cart, select the Shopping Cart on the left hand navigation.

2. You will be taken to a list of the classes you have added to your shopping cart.

   You may change class preferences, like the number of credits on a variable credit class, by clicking the link to the far right.

   **Note:** You can use the Validate button to verify your eligibility to enroll in your selected classes and look for errors prior to attempting to Enroll.

   If you do not have the button to enroll or validate, please verify that it is a valid time for you to be allowed to register by clicking Enrollment Dates from the menu on the left.

3. Click the check mark to the left of the class. Mark the class(es) to which you would like to enroll.

   Then click Enroll.
You will be asked if you are sure, if you click Yes you will be taken to a screen that will indicate if you have been successfully registered for your class(es).

If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.

Address the reason and you can return to myUNT and try to enroll in the course again.
Dropping Classes

1. To drop one or more classes, select the **Drop Classes** option in the left hand navigation. (Please note: you cannot drop your last class or all of your classes online. More information on dropping classes can be found at https://registrar.unt.edu/frequently-asked-questions#Registration5)

   ![Drop Classes]

   **Mobile Navigation:** the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.

2. Terms in which you are registered will display, select the term in which you would like to drop a class.

   ![Select Term]

   Once you select the term, you will be shown a list of all the courses you are currently enrolled in for that term.

   Click the checkbox next to the class(es) you would like to drop.

   Click the **Next** button in the upper right of your screen or the **Review and Submit** option on the left navigation.
4 Click **Drop Classes**.

5 You will be asked to confirm. If you are ready to drop, click Yes. Once the class is dropped, you will see a message confirming the class has been dropped.

**Mandatory Classes:** You will not be allowed to drop a mandatory course but you can Swap it with another section.

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**Swapping Classes**

When you swap a class, you will be simultaneously Dropped from one class and Added another. By doing this transaction as a Swap, the system will not Drop you from the selected class, unless the Add will also be successful. If the system finds that you cannot successfully Drop the selected class and Add the selected class, then neither part of the transaction will be performed.

1 To drop Swap classes, select the **Swap Classes** option on the left navigation menu.

2 **Mobile Navigation:** The left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.

2 Terms in which you are registered will display, select the term in which you would like to swap a class.
|   | Once you select a term, you will be brought to a page where you will set up the Swap process.  
Step 1 - select the class that you wish to swap from the **Swap This Class** dropdown menu.  
Step 2 - identify the class you swap into by either:  
   a. Searching for classes  
   b. Selecting a class from the Shopping Cart  
   c. Entering a Class Number  
|   | Once you select a class, you will be able to **Review Class Selection**.  
|   | Next, **Confirm Class Swap** and click **Submit**.  
|   | You will be asked to confirm. If you are ready to swap, click Yes. Once the classes are swapped, you will see a message confirming the class has been added to your schedule.  
|   | **Update Classes**  
The update class option allow you to change the preferences on the classes in which you are enrolled. You will use the update option to change the selection of units if the class is a variable unit class or change a lab or discussion section associated with a lecture you are registered in.  

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**Swap Classes**  
Select the class you wish to swap then select the class you wish to replace it with.  

**Swap This Class**  
Select from your schedule  

**With This Class**  
Search for Classes  
Class Search:  
Or  
Select from Shopping Cart  
Or  
Enter Class Number

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**Review Class Selection**  
You have selected  
**KOST 200** - Introduction to Women's and Gender Studies  
Option Status: Open  

**Step 1 of 3: Confirm Class Swap**  
You are replacing the class  
**ANTH 101A** - World Cultures Through Film  
Option Status: Open  

**With This Class**  
**KOST 200** - Introduction to Women's and Gender Studies  
Option Status: Open  

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**Swap ANTH 101A - World Cultures Through Film with KOST 200 - Introduction to Women's and Gender Studies**
Reviewing Enrollment Transactions

Once you have finished your enrollment transactions; add, drop, swap, or update, you will see all of the changes reflected in your Class Schedule which can be viewed by clicking View My Classes.

In addition, you will likely want to review any tuition and fee changes on your account. To do so, return to the Student Homepage and select the My Account tile.